



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister and NEC	SYS. POSN. NO: 45000098	REF. NO: NEC 03
WING: Executive	DESIGNATION/CLASSIFICATION: Driver, Gr.8	
SECRETARIAT: National Executive Council	LOCAL DESIGNATION: Driver	
BRANCH:	REPORTING TO: Secretary – NEC	SYS. POS. NO: 65641
SECTION: Office of the Secretary	REF. NO: NEC 01	
	LOCATION: Sir Manasupe Haus, Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/2016	08/04/2016	Reno/JD revised
Org: 01/2012	2/12/2012	

2. PURPOSE

To be responsible for all official driving duties for the Secretary - NEC.

3. DIMENSIONS

Financial: Nil	Staff Supervised: Nil	Others: Nil
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4. PRINCIPAL ACCOUNTABILITIES

- Ensure all driving duties for Secretary - NEC is accomplished daily, and
- Ensure the security and maintenance of NEC Secretary's vehicle.

5. MAJOR DUTIES

- 5.1 Undertake all driving duties for the Secretary - NEC;
- 5.2 Ensure the NEC Secretary's vehicle is kept clean, tidy and in good running condition at all times;
- 5.4 Ensure vehicle is given regular/day-to-day maintenance checks, i.e: oil, water, battery, brakes, tyres, service dates, etc;
- 5.3 Keep a register of the vehicle registration and safety sticker and report all faults, dents, charges, accidents, etc;
- 5.5 Ensure the vehicle is kept secure at all times;
- 5.6 Assist with general office administration such as delivery of mails/letters/documents, photocopying, faxing, etc as and when required;

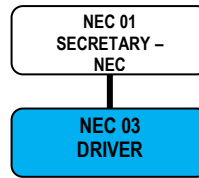
6. NATURE AND SCOPE

The job provides driving and administrative support services to the NEC Secretary.

It also ensures that all official driving duties for the NEC Secretary are achieved in a timely manner.

The scope of the job is limited more within the Office of the Secretary - NEC as this position ensures that all driving duties for the Secretary is effectively managed at all times.

6.1 WORKING RELATIONSHIP



Internal

- The Driver reports to the NEC Secretary and liaises and consults with the transport officers as and when required

External

- Government Agencies, Department of Transport and the Private Sector Organizations.

6.2 WORK ENVIRONMENT

This is an administrative position that reports to the Secretary and perform all official driving duties.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/Procedures

Motor Vehicle Traffic rules and Regulations,
Public Service (Management) Act 2014,
Public Service General Orders,
Department procurement policy and good work ethics at work place.

Decision

Make decision regarding the safety, cleanliness, roadworthiness, and upkeep of the vehicle.

Recommendations -

When the vehicle will go into service.

8. CHALLENGES

- Ensuring the safety of the Chief Secretary is maintained at all times when driving.
- Dealing with uncoordinated driving duties and working after official hours.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications

The incumbent must have a minimum qualification of a Grade 12 certificate and or equivalent, a Defensive Driving certificate and Current Class 3 driver's license.

Knowledge

- Understanding of the current PNG Traffic Rules and Regulations
- Basic knowledge of vehicle maintenance

- Locations of different government agencies and organisations in NCD

Skills

- Defensive driving skills
- Flexible with the ability to work after hours and weekends.
- Good communication skills
- Well groomed and presentable

Work Experience

Minimum of three (3) years work experience as an Executive or VIP driver with good driving record in the public or private sector.